



COMMUNITY ACTIVITIES COMMISSION
BOARD MEETING
Tuesday, July 5, 2022
5:00 pm
Leeper Center Board Room (3800 Wilson Avenue)

A. CALL TO ORDER 5:04 p.m.

- a. Roll Call – Not present: Secretary Lafferty, Board Member McGuinnis
- b. Amendments to Agenda – Motion to rearrange items 1st Triplett 2nd Sinatra – passed unanimously.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS (time limit 3 minutes per person) No public comment

C. CONSIDERATION OF MINUTES

- a. June 9, 2022 Regular Meeting Minutes
- b. June 13, 2022 Special Meeting Minutes

Motion to approve both minutes by Treasurer Sinatra, seconded by Vice Chair Quinonez, motion passes unanimously.

D. FINANCIALS

Financial spreadsheet has been updated and is reflected in the packet.
Invoice and W9 still needed from live band for 4th of July– email has been sent out.
Golf carts have been paid for now.
Thank you card to be written by Kallie for face painting volunteer.

E. AGENDA ITEMS

- a. Welcome New Board Members

Thank you, Blaire Peterson and Ali McGuinnis, for joining the CAC board.

- b. Fourth of July Debrief

- a. Board Member Feedback

- i. Vendors and car show miscommunication because they showed up late
 - 1. Clear communication in emails and registration forms on setup times
- ii. Need vendors to stay behind their white line on the street
- iii. Needed more handicapped parking sign to direct accessible parking – vendors were parking along the street and in parking lot because not aware
- iv. Designated volunteer to direct traffic at that intersection

- v. Need more traffic control for cars coming into the festival – volunteers needed to do traffic control during setup
 - 1. People moving cones and coming through anyways
- vi. Handicapped sign during middle school lot early so early parkers
- vii. Festival time change – 11am - 3pm instead of 11am - 5pm
- viii. Snowy Churro – felt like they were unseen in the back side of the parking lot
- ix. ADA porta potty not placed correctly at school site for fireworks
 - x. Traffic Control came late – they were unprofessional and not efficient
 - xi. Ghostbusters would like booth and cars closer since they were in the
 - xii. Separating the events upset people – some vendors
- xiii. Shuttle and driver did not work well – complaint that driver didn't know what to do
 - 1. More intentional about start and stop and what time
 - 2. People wanted to be shuttled to the parade from the festival
- xiv. Government signs on car show upset people
- xv. Animals in staging area need to be cleaned up after by owners
- xvi. Trailer was left in vending spaces
- xvii. Volunteers need to be main focus – manpower can fix a lot of the problems
- xviii. Complaints that food vendors left early – a few ran out of food
- xix. Several locations makes it difficult to coordinate
 - xx. More communication between downtown Wellington events and festival site
 - xxi. Some of food vendors did not show up – put something in the agreement that would make them think twice about backing out
- xxii. Attendance of the festival was poor so vendors left early
 - 1. Vendors were upset that it was not communicated that there was another event
- xxiii. 20% increase in sales for Wellington Grill from this year since last year
- b. Staff Notes
 - i. Address parking distance at WCP, especially for senior residents or communication about early
 - ii. Information about CAC at the Town Info Booth
 - iii. More Bottled Water and Ice
 - iv. Dog bowls and dog waste bags – no waste stations out there
 - v. Method of alerting the crowd of inclement weather – not everyone could hear the band
 - vi. Providing food for volunteers, especially with food vendors being so busy
 - vii. More food trucks or catering option
 - viii. Add porta potties to parade lineup sites
 - ix. Public garbage at fireworks sites
 - x. Confirm porta potties at fireworks sites
 - xi. More than 2 golf carts
 - xii. Lineup at parade needs to be so efficient – number order made it difficult to announce
 - xiii. ADA coordinators think additional tents needed at Town Hall and more chairs needed
 - xiv. Water bottles in cool down zone
 - xv. Limit tents near accessible porta potties not utilized
 - xvi. Alternative areas for cool down zone

- xvii. Cool down zone with 4 side panels was very hot – need air flow
- xviii. Adult changing station was difficult to transport and did get damaged
- xix. Fort Collins Inflatables stakes in ground and did not bring her own fire extinguishers
 - 1. Filled their generator in the grass – need to have something underneath to not kill grass
- xx. If 10 more trash cans, no parks staff would be needed during the day
- xxi. Garbage cans need to be moved into one space before we leave event
- xxii. Anything placed in the ground need to get approval ahead of time for the parks team
- xxiii. Food and water supplies for volunteers and staff
- c. Fire Feedback
 - i. Maps and public safety plans – had trouble reading traffic control plans this year because different than before
 - ii. EMS events on Cleveland Avenue
 - iii. Hard to navigate EMS events with road closures
 - iv. Town would need to work with UC Health to have ambulance on site
 - v. Continue deterrence of illegal fireworks
 - vi. Would like the application with WFPD sent in first of May
 - vii. Discourage participants from putting up their own tents
 - viii. Festival inspection went very well – only two vendors tents were not properly secured and they were able to fix it
 - ix. Size of vendor spot must be 10x10
 - x. Designate one point of contact for day event
- d. Trustee Liaison Feedback
 - i. Splitting the event was difficult and have those conversations early with WFPD
 - ii. ADA bathrooms at fireworks site location – maps showing porta potty location for the company dropping them off
 - iii. Would like better communication among groups if multiple events being planned during the day
 - iv. There are always hiccups, but overall, it went well
 - v. Never going to please everybody
- e. LCSO Feedback
 - i. Traffic control at Buffalo Creek Parkway – road block assumed and was not aware we needed a flagger or someone posted (certification needed) – cheaper to have flagger from traffic control company than deputy
 - ii. Start charging to have stationary patrol car at festival and \$16/hr to have deputy there
 - iii. Traffic cones getting moved and road closures not as effective
 - iv. Accessible parking – signage was not legally enforceable
 - v. Need to communicate legal signage moving forward so citations can be issued
 - vi. Responded to 51 fireworks calls – deputies showing up to a physical location
 - vii. 5 cars driving around
 - viii. Allowing permissible fireworks helped a lot
 - ix. Thankful for additional Town communication
 - x. Not have in service vehicles into the parade
 - xi. Traffic control for after fireworks show – needed more people
- f. CAC board confirmed that staff can put out the public feedback survey

g. Public Comment:

- i. Karen Eiffert spoke on the successes of ADA accommodations and other families were thankful they were able to attend
 1. Encouraging open communication with other families
 2. All white signs were difficult – needed blue block because that is what used for
 3. Cars driving off in the middle of the crowd was frustrating – car show cars
 4. ADA porta potties at fireworks site

c. Roles and Responsibilities

Motion to table for next meeting by Triplett, 2nd Quinonez - unanimously approved

d. Review of Bylaws and Board of Trustee Operating Agreement

Motion to table for next meeting by Triplett, 2nd Quinonez - unanimously approved

F. ANNOUNCEMENTS

a. CAC Board Members

Chairman Triplett identified that this group worked well together this year and thanked the Board Members.

b. Town Trustee

- Trustee Tietz requested everyone to look over the bylaws and will be sitting in on how bylaws are formulated at finance committee to try to bring to CAC Board.
- Requested a work session for budget.
- Thanked the Board for their commitment and Town Liaison for dedication. Overall, went well.

c. Town Staff

Notified the CAC board of the resignation of Board Member Lafferty. The CAC Board will be informed of what will happen with filling this position.

G. ADJOURNMENT 7:07 pm Motion by Treasurer Sinatra, seconded by Vice Chair Quinonez, motion passes unanimously.

Next meeting: August 2, 2022 at 5:00 pm

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance. Please take notice that members of the Wellington Board of Trustees will be attending this meeting. At least three members of the Board of Trustees expressed interest in attending this event.